

December 28, 2006

MEMORANDUM

TO: Constitutional Officers, Directors of Finance, Regional Jail
Superintendents and County/City Administrators

RE: FISCAL YEAR BUDGET REQUEST FOR FISCAL YEAR ENDING
JUNE 30, 2008 (FY08)

The fiscal year budget request instructions to access your COIN Online Budget Request are available on our website at <http://www.scb.virginia.gov/coin.html>. The Budget Instructions are officer specific, so please click on and print your office specific user guide. The system was designed for all Constitutional Officers, Directors of Finance and Regional Jail Superintendents to submit requests for salaries and allowances for the fiscal year ending June 30, 2008. The provisions of §15.2-1636.7, Code of Virginia (1950), as amended, require the Online Budget Request to be submitted to the Compensation Board **on or before February 1, 2007**.

The Fiscal Year Budget Request for the Fiscal Year ending June 30, 2008 will be available **January 1st 2007**. It is an online computer system accessed through the Constitutional Officer Information Network (COIN). Please review the supplied data for accuracy. You should amend any inaccuracies that may appear.

Please keep in mind, if the change is a personnel action (CB10) that has not been entered into the COIN system, **enter the online personnel action (CB10 form) immediately**, so that accurate and up to date salary information will be included in your budget. Docket approvals are required in order to change the July 1, 2006 base budget amounts, if different from the supplied data for Office Expenses or Temporary funds.

Please ensure that your Budget Request submission is completed and available to the Compensation Board not later than February 1, 2007, as required by §15.2-1636.7, Code of Virginia, and that you notify the Governing Body of your locality when the Online Budget Request is available for them to view.

Constitutional Officers (excluding Clerks) seeking Career Development salary increases or Officers requesting to maintain salary increases associated with their specific Career Development programs must certify the Special Programs- Option 9 of the COIN Budget Request by February 1, as required by law. If your budget request is not submitted by Feb 1st, or you do not specifically request a career development salary increase in the on-line budget request submission, the Compensation board can not approve the increase. Please insure that your budget is submitted by Feb 1st and that all

appropriate career development salary increases are requested.

Please contact your program technician or, if they are not available, contact any of the Customer Service staff below.

Chuck Redden, Senior Fiscal Technician, City Sheriffs and Regional Jail Superintendents, phone at (804) 225-3463, or email chuck.redden@scb.virginia.gov,

Jennifer Styles, Senior Fiscal Technician County Sheriffs, phone at (804) 225-3435, or email jennifer.styles@scb.virginia.gov

Paige Christy, Senior Fiscal Technician, Circuit Court Clerks and Commonwealth's Attorneys, phone at 804-225-3442 or email paige.christy@scb.virginia.gov

Kari Bullock, Senior Fiscal Technician, Treasurers, Commissioners and Finance Directors, phone at (804) 225-3475 or email kari.bullock@scb.virginia.gov

Charlene Rollins, Customer Service Manager, phone at (804) 225-3321 or email charlene.rollins@scb.virginia.gov